

Team Charter

Team Name _____

Opportunity / Problem Statement:

(Provide a clear statement describing the improvement opportunity or problem.)

Project Mission Statement:

(Provide a clear statement describing what the team is being chartered to do.)

Description:

(Describe the process to be improved or problem to be solved, or identify the steps in the process from beginning to end.)

Background:

(Identify what has been happening, the importance of the project / process / problem to customers and stakeholders, and why the project is a high priority.)

Scope:

(Identify the limits on the project to include whether the team will be able to pilot improvements / solutions or just make recommendations. Also identify any fiscal, budgetary, regulatory, legal, or procedural restrictions.)

Date Prepared _____

Team Charter

Team Name _____

Time Frame for Project Completion:

Date / Time for Team Launch:

Date / Time for Process Owner and Sponsor to meet with the team to discuss the assignment and agree on the project specifics:

Process Owner:

Sponsor:

Team Leader:

Facilitator:

Team Members:

List of Resources:

Potential Stakeholders:

Team Contract:

We have read and understand this Team Charter, understand our roles, and have come to agreement with the Sponsor and/or Process Owner on the opportunity or problem to be addressed, the actions to be taken, and the limitations on the project. If at any time it becomes apparent that the Team Charter needs to be modified, we will consult the Sponsor and/or Process Owner and come to agreement on the modifications.

(Signatures of Team Members)

Date Prepared _____